

# Education, Children and Families Committee

10am, Tuesday, 6 October 2015

## Committee Decisions – November 2014 – June 2015

Item number	5.3
Report number	
Executive/routine	
Wards	All

### Executive summary

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Following the decision of the Governance, Risk and Best Value Committee on 19 June 2014, to strengthen existing arrangements and provide greater assurance with regard to the dissemination of committee decisions, a quarterly review of actions has been undertaken by directorates to ensure that all decisions taken by the Corporate Policy and Strategy Committee, the executive committees and the Governance, Risk and Best Value Committee are progressing as expected and to highlight any exceptions. This report outlines the assurance work undertaken and details the implementation of Education, Children and Families Committee decisions covering the initial period from November 2014 to June 2015.

### Links

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Coalition pledges	
Council outcomes	CO25
Single Outcome Agreement	

## Committee Decisions – November 2014 – June 2015

### Recommendations

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- 1.1 To note the position on the implementation of Education, Children and Families Committee decisions as detailed in the appendix to this report.
- 1.2 To note that an annual summary report would be presented to Committee in 12 months time.

### Background

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- 2.1 The Governance, Risk and Best Value Committee on 19 June 2014 agreed increased monitoring for the dissemination and implementation of committee decisions by directorates.
- 2.2 It was agreed that an annual report outlining all decisions taken in the previous year and an update on the implementation of decisions and recommendations to discharge actions be presented to the Corporate Policy and Strategy Committee, executive committees and the Governance, Risk and Best Value Committee.

### Main report

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- 3.1 When a decision is taken at committee that requires further action this is tracked and monitored by various methods.
- 3.2 Since November 2012 for the Governance, Risk and Best Value Committee and April 2014 for other committees, if a decision requires a further report to committee, it is added to the forward plan, the report schedule and the Rolling Actions Log is updated. The Rolling Actions Log is then considered by committee each cycle, ensuring that there is clear oversight of the implementation of decisions by the committee. It is also published with the committee papers, resulting in the monitoring being carried out in a transparent manner. This ensures that there are clear linkages between the decisions taken at committee and the planning of new business.
- 3.3 However, a gap existed for committee decisions that did not request a further report to Committee. The implementation of these decisions was left with individual service areas and any monitoring was not publicly available.

- 3.4 The approach agreed by the Governance, Risk and Best Value Committee on 19 June 2014 aimed to address this gap. Following the meeting a committee decisions spreadsheet was introduced to track decisions that did not require further reporting and thus would not be covered by the Rolling Actions Log. This new process aimed to ensure that the implementation of relevant actions would be recorded effectively, monitored and considered annually at each committee.
- 3.5 This spreadsheet is completed by Committee Services and directorate staff who are responsible for updating the status of actions attributed to each service area.
- 3.6 A similar report on all decisions taken in the previous year and an update on the implementation of decisions and recommendations to discharge actions will be presented to the Corporate Policy and Strategy Committee and to each executive committee annually.
- 3.7 The consideration of these reports will augment committee oversight of the implementation of decisions, resulting in an increase in accountable and transparent decision making.

### **Education, Children and Families Committee Decisions**

- 3.8 A review of actions has been undertaken by directorates to ensure that all decisions not required to be reported back to committee are progressing as expected and to highlight any exceptions. A summary of decisions for the initial period November 2014 to June 2015, including status, are detailed in the appendix to this report. This report will be submitted on an annual basis to Committee.
- 3.9 At the Education, Children and Families Committee there have been 39 decisions made which were recorded through the committee decisions spreadsheet.
- 3.10 All 17 actions that remain open are being progressed and there are no concerns to highlight to Committee.

### **Measures of success**

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- 4.1 Annual reporting ensures the effective implementation and monitoring of committee decisions.

### **Financial impact**

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- 5.1 There are no direct financial impacts as a result of this report.

## **Risk, policy, compliance and governance impact**

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- 6.1 The improvements in business processes help ensure increased transparency and assurance across the Council's decision making processes.

## **Equalities impact**

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- 7.1 There are no direct equalities impacts as a result of this report.

## **Sustainability impact**

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- 8.1 There is no direct sustainability impact as a result of this report.

## **Consultation and engagement**

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- 9.1 The spreadsheet described is completed throughout all service areas across the Council.

## **Background reading/external references**

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[Minute of the Governance, Risk and Best Value Committee – 19 June 2014](#)

[Report to the Governance, Risk and Best Value Committee - Committee Decisions – Dissemination and Implementation and Update to member/officer Protocol – Report by Director of Corporate Governance](#)

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## Links

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**Coalition pledges**

**Council outcomes** CO25 - The Council has efficient and effective services that deliver on objectives.

**Single Outcome Agreement**

**Appendices** 1 – Education, Children and Families - Committee Decisions

## Appendix 1 – Committee Decisions – Education, Children and Families Committee

<b>Education, Children and Families Committee Decisions Overview</b>			
<b>Date</b>	<b>Number of Decisions</b>	<b>Open</b>	<b>Closed</b>
09/12/14	10	2	8
03/03/15	12	2	10
19/05/15	17	13	4
<b>Total</b>	<b>39</b>	<b>17</b>	<b>22</b>

<b>Breakdown of tasks by directorate</b>			
<b>Directorate</b>	<b>Number of Decisions</b>	<b>Open</b>	<b>Closed</b>
Chief Executive's Office	0	-	-
Children and Families	38	17	21
Corporate Governance	0	-	-
Economic Development	0	-	-
Health & Social Care	0	-	-
Services for Communities	4	0	4

**N.B:** - Tasks can belong to more than one directorate, leading to slight disparity in figures.

### Outstanding Tasks in full

Item no.	Date	Directorate	Item	Decision	Status	Comments
1	09-Dec-14	C&F	7.5 - Primary School Capacity Pressures in South Edinburgh	To note the intention to undertake discussions with Health and Social Care regarding arrangements for the transfer of the Deanbank Resource Centre and Oaklands residential care home sites so that site options are available to deliver whatever solution is the approved outcome of the statutory consultation process.	Open	Discussions are ongoing. Whilst there has been agreement reached regarding the transfer value, the date of vacation has still to be determined.
2	09-Dec-14	C&F and SFC	7.9 - Closure of Duncan Place Including Implications for Leith Primary School	To approve the immediate demolition of the existing Duncan Place building.	Closed	Will be considered as part of the solutions identified under (3) below.
3	09-Dec-14	C&F and SFC	7.9 - Closure of Duncan Place Including Implications for Leith Primary School	To approve that further work is undertaken on the scoping of options to provide long term nursery, gym and community accommodation.	Closed	Being led by C&F, will be reported to E,C&F Committee in October 2015.
4	09-Dec-14	C&F and SFC	7.9 - Closure of Duncan Place Including Implications for Leith Primary School	To refer the joint report by the Director of Children and Families and the Acting Director of Services for Communities to the Governance, Risk and Best value Committee.	Closed	Completed. Considered by GRBV Committee on 18 December 2014.

Item no.	Date	Directorate	Item	Decision	Status	Comments
5	09-Dec-14	C&F	7.2 - Rising School Rolls	To refer the Director's report to the Finance & Resources Committee for information.	Closed	Considered by the Finance & Resources Committee on 15 January 2015
6	09-Dec-14	C&F	7.7 - City of Edinburgh Play Strategy	That Play in Partnership: a Play Strategy for the City of Edinburgh be circulated to the Culture and Sport and Transport and Environment Committees to raise awareness, and increase consideration of the impact Committee decisions have on children's play.	Closed	Considered by the Culture and Sport Committee on 16 December 2014 and the Transport & Environment Committee on 13 January 2015.
7	09-Dec-14	C&F	7.7 - City of Edinburgh Play Strategy	That the Play Strategy be amended to detail the financial commitments made under the rising rolls report to improve playgrounds adversely affected by new accommodation.	Closed	Completed. Report amended as per.
8	09-Dec-14	C&F	7.12 - Proposed Closure of Pentland View Close Support Unit and Improvement Proposals for Children & Young People who are Looked After and Accommodated by the City of Edinburgh Council in Residential and Secure Care Services	To approve the proposal to close Pentland View Close Support Unit, a five bedded close support unit, by the end of January 2015.	Closed	Completed February 2015



Item no.	Date	Directorate	Item	Decision	Status	Comments
9	09-Dec-14	C&F	7.12 - Proposed Closure of Pentland View Close Support Unit and Improvement Proposals for Children & Young People who are Looked After and Accommodated by the City of Edinburgh Council in Residential and Secure Care Services	To note the proposal that a business case would be taken to the Finance & Resources Committee in due course which sets out the rationale for, and strategic importance of, the capital receipt arising from the sale of the Pentland view site being ring-fenced towards the replacement of either Oxfords or Moredun Young People's Centre (YPC).	Open	
10	09-Dec-14	SfC	8.1 - Cameron House Community Centre: Review of Project Delivery	To refer the report to the Governance, Risk and Best Value Committee for Scrutiny.	Closed	Completed. Considered by the GRBV Committee on 18 December 2014.
11	03-Mar-15	C&F	8.2 - Religious Observance in Schools	To implement agreed revisions to Religious Observance in schools (see <a href="#">minute</a> for full details)	Closed	
12	03-Mar-15	C&F	6.1 - Business Bulletin	To request that the NHS data on eye tests be circulated to Committee members.	Closed	Completed. Reported as part of the EY strategy report appendix 2 (May 2015)
13	03-Mar-15	C&F	7.2 - Response to Accounts Commission Report on School	That in addition to the information in paragraph 3.11 of the Director's report regarding the biennial workforce survey,	Open	

Item no.	Date	Directorate	Item	Decision	Status	Comments
			Education	Committee seeks additional measures for effectively attracting teacher responses and further requests that officers work with teacher trade unions and senior staff to find improved ways of monitoring and responding to issues relating to teacher wellbeing.		
14	03-Mar-15	C&F	7.3 - Vision for Schools	To note that the next action plan relating to the Vision for Schools would be integrated into the Children and Families Service Plan for 2015/16.	Closed	
15	03-Mar-15	C&F	7.5 - Strategic Management of School Places - P1 & S1 Intakes for August 2015	To agree to prioritise placing requests out of Boroughmuir High School	Closed	
16	03-Mar-15	C&F	7.6 - Primary School Estates Rising Rolls	To approve that a statutory consultation be undertaken regarding proposals to alter catchment boundaries between Towerbank Primary School and the neighbouring primary schools together with any associated changes required to secondary school catchment boundaries.	Closed	Public Consultation ended on 22 June 2015. Report to Council scheduled for 22 October 2015.
17	03-Mar-15	C&F	7.6 - Primary School Estates Rising Rolls	To note that initial informal consultation would be undertaken with the affected schools regarding the proposals to alter	Closed	

Item no.	Date	Directorate	Item	Decision	Status	Comments
				catchment boundaries between Towerbank Primary School and the neighbouring primary schools to establish if there were any other feasible and more preferable alternative options for alterations to catchment boundaries which would still achieve the required outcome.		
18	03-Mar-15	C&F	7.6 - Primary School Estates Rising Rolls	To delegate authority to the Director of Children and Families to develop a detailed consultation paper on proposed changes to primary and secondary school catchment boundaries taking into consideration any alterations to the proposed changes set out in the Director's report which may arise as a result of the informal consultation to be undertaken with the affected schools.	Closed	
19	03-Mar-15	C&F	7.6 - Primary School Estates Rising Rolls	To note that a report on the outcomes of the consultation would be submitted to a future Council meeting for consideration.	Open	
20	03-Mar-15	C&F	7.8 - Integrated Children's Services	To refer the Director's report to Council for approval and for appointment of the elected members to the Integrated Children's Services Board, subject to minor amendments to the membership and	Closed	Completed. Considered by Council on 12 March 2015

Item no.	Date	Directorate	Item	Decision	Status	Comments
				structural arrangements detailed in appendix 1 to the report.		
<b>21</b>	03-Mar-15	C&F	8.4 - Children and Families Risk Register	To refer the Director's report to Governance, Risk and Best Value Committee in April 2015.	Closed	Considered by GRBV on 23 April 2015
<b>22</b>	03-Mar-15	C&F	8.5 - Edinburgh Young people's participation Strategy	To invite young people to report on their work to the Education, Children and Families Committee on a yearly basis.	Closed	This action is fulfilled through the ongoing dialogue with the Edinburgh Young People Participation Group, who invite Elected Members and Officers to various groups during the year to explain their work.
<b>23</b>	19-May-15	C&F	9.1 - Parent Councils - Motion by Councillor Main	Requests that a general partnership agreement is drawn up, reflecting effective and productive partnership between Edinburgh Council and Parent Councils, laying out clear guidance and information necessary for the delivery of partnership projects, ensuring grant and project requirements and assurances of all parties can be met timeously.	Open	

Item no.	Date	Directorate	Item	Decision	Status	Comments
24	19-May-15	C&F	9.1 - Parent Councils - Motion by Councillor Main	Requests support for Parent Councils to research charitable status for Parent Councils and a central Edinburgh charity to support education.	Open	
25	19-May-15	C&F	7.6 - Primary School Capacity Pressure in South Edinburgh	To approve that a statutory consultation process be undertaken regarding proposals to address primary school capacity and accommodation pressures in South Edinburgh.	Closed	Consulation started 24 August 2015
26	19-May-15	C&F	7.6 - Primary School Capacity Pressure in South Edinburgh	To delegate authority to the Director of Children and Families to finalise the detailed consultation paper before the start date for the statutory consultation process.	Closed	
27	19-May-15	C&F	7.6 - Primary School Capacity Pressure in South Edinburgh	To note that a report on the outcomes of the consultation would be submitted to a future Council meeting for consideration.	Open	Will be reported to Council on 4 February 2016
28	19-May-15	C&F	7.8 - Primary School Estate Rising Rolls	To approve that new accommodation be provided at the following primary schools subject to the final decision regarding the necessity for such provision being delegated to the Director of Children and Families to be taken in January 2016 (or earlier if appropriate) upon assessment of pupil	Open	This action is being progressed however will not be closed until any new accommodation required for August 2016 is delivered.

Item no.	Date	Directorate	Item	Decision	Status	Comments
				<p>registration figures:</p> <ul style="list-style-type: none"> <li>• Balgreen Primary School.</li> <li>• East Craigs Primary School.</li> <li>• Fox Covert Primary School.</li> <li>• St Mary's (Leith) RC Primary School.</li> </ul>		
29	19-May-15	C&F	7.8 - Primary School Estate Rising Rolls	To approve that internal reconfiguration works be undertaken at Ferryhill, Granton and Roseburn Primary Schools to provide increased classroom provision for August 2016.	Open	This action is being progressed however will not be closed until any new accommodation required for August 2016 is delivered.
30	19-May-15	C&F	7.8 - Primary School Estate Rising Rolls	To note that a statutory consultation proposing a range of options for the realignment of Towerbank Primary School's catchment boundary is underway and that a report to Council on 22 October 2015 will provide the outcomes of this consultation.	Open	The report is being taken to Council on 22 October 2015 following which the action can be closed.
31	19-May-15	C&F	7.8 - Primary School Estate Rising Rolls	<p>To delegate authority to the Director of Children and Families to:</p> <p>i. Agree what the most appropriate final solution for each school would be taking into consideration factors such as cost,</p>	Open	This action is being progressed however will not be closed until any new accommodation required for August

Item no.	Date	Directorate	Item	Decision	Status	Comments
				<p>deliverability and the impact on the school.</p> <p>ii. To approve the final costs of the most appropriate final solution whilst always ensuring that value for money is achieved.</p>		2016 is delivered.
32	19-May-15	C&F	7.9 - Buckstone Primary School - Use of Developer Contributions	To approve the project to deliver a new hall at Buckstone Primary School as detailed in the Director's report, the capital cost of which would be fully funded from developer contributions.	Open	This action is being progressed however will not be closed until the project is delivered.
33	19-May-15	C&F	7.11 - Preventing and responding to bullying and prejudice in City of Edinburgh Council Schools	That a briefing sessions be arranged for Committee members.	Open	
34	19-May-15	C&F	7.12 - Response to Scottish Government's Education Bill	To note that the Council would continue to engage in national consultation through direct response to the Scottish Government as appropriate and through the Converntion of Scottish Local Authorities (COSLA)	Closed	
35	19-May-15	C&F	7.13 - Children and Families Grants to Third Parties 2015/16	To remit the work associated with defining and implementing the approach to the Third Party Payments Elected Member Working Group - in consultation with te Director of C&F and the Convener of the E,C&F	Closed	Elected Members Working Group met for last time in June 2015. The new Children and families Grant

Item no.	Date	Directorate	Item	Decision	Status	Comments
				Committee		Programme is now open.
36	19-May-15	C&F	7.14 - 1:1 Digital Learning Rollout	To note the comments detailed at paragraph 7.4 of the Director's report and that any BYOD approach being taken forward would need to first address equalities impact concerns and be reported to Committee before progression.	Open	Briefing Scheduled for September 2015
37	19-May-15	C&F	7.15 - Progress on the implementation of self directed support in Children and Families	That a briefing session be arranged for Committee members to assist in identifying issues to be included in future reports.	Open	An invite to elected members to attend a briefing at the end of Oct/Nov will be issued shortly.
38	19-May-15	C&F	8.1 - Community Learning and Development Annual Report	To note the developments and achievements detailed in the Director's report and to request that future reports include figures on adult learners.	Open	
39	19-May-15	C&F	8.5 - School Session Dates 2016/17, 2017/18 and Consultation on Future Dates	To approve a wider consultation on dates for 2018/19 and beyond.	Open	